

[illegible]

Stages	Phases	Major Deliverables	Task(s)	Roles	Timetable & Checkpoints
<b>Deliver</b>	<b>Do</b>	<b>Train the Trainer (TOT)</b>	Schedule trainers	SFAU PM	
			Conduct Train the Trainer sessions (TOT evaluations)	Dev, TRN	
		<b>Logistics Support</b>	Execute Logistics Support	LC	
			Registration	LC	
		<b>Ongoing Training</b>	Deliver Training	TRN, Users	
			Conduct Trainee Evaluations	TRN	
			Implement Ongoing Support	IT/Dev, TRN	
			Implement Training Maintenance plan	Dev, TRN	
	<b>Assess</b>	<b>Project Management</b>	Conduct ongoing communications/ Control project work throughout each phase	Comm, SFAU PM, PPM	
		<b>Conduct Evaluation</b>	Collect Design, Delivery and Economical Effectiveness data	QC	
			Summarize Evaluation/Measurement Results	QC	
		<b>Analysis</b>	Analyze Evaluation/Measurement results	QC	
			Create Plan of Action/Make Recommendations	PPM, SFAU PM, QC, SMEs	
			Celebrate	All Participants	
		<b>Project Management</b>	Conduct ongoing communications/ Control project work throughout each phase	Comm, SFAU PM, PPM	

**Legend**

**Mgmt:** PS - Program Sponsor, PPM - Program Project Mngr,

SFAU PS - SFAU Project Sponsor, SFAU PM - SFAU Project Mngr

**SFAU U:** COR - Contracting Officer Representative, Comm - Communications POC, LC - Logistics Coordinator,

QC - Quality Control

**Team:** TL - Team Lead, Dev - Development Team, ID - Instructional Designer, SME - Subject Matter Expert,

TRN - Trainers, Users - End Users/Trainees

**Other:** DP - Desktop Publishing, GD - Graphics Designer, IT - Information Technology (programmer, tech arch),

MC - Media Coordinator, TST - Tester, TA - Technical Adviser

 **Management Checkpoint**

Stages	Phases	Segments/Major Deliverables	Task(s)	Step(s)
DEVELOP	Plan It!			
		Audience Analysis	Identify stakeholders (key players & roles) Conduct audience analysis Assess current performances Define "to be" performance requirements Identify performance gaps Identify strategy for addressing gaps	
		Curriculum Plan	Identify learning objectives Identify content scope Determine training delivery strategy Determine instructional platform	
		Project Plan	Identify tasks, deliverables & roles Develop budget Create macro & micro timeline Define check-in points	
		Task Order	Create task order	Review proposal
		Project Management	Award task order Control project work throughout each phase	
	Design It!	Instructional Strategy/Storyboard	Create macro storyboard Review and Adopt Training Material Standards	
			Create activity designs	identify activity type map objectives and content to activity identify artifacts/tools feedback strategy
		Content Outline	Gather detailed content	
		Delivery/Technical Architecture	Gather requirements Confirm development & delivery requirements	
		Alpha Usability Test	Conduct Alpha usability test	
		Evaluation Instrument	Plan evaluation/ measurement tools & methods	
		Implementation Plan	Create implementation plan	
		Support Processes	Identify help/support processes required	
		Communication Plan	Create communication plan	
		Project Management	Kick-off meeting Control project work throughout each phase	
	Build It! Classroom	Instructor Materials	Create detailed course content Create instructor material Prepare train the trainer course structure, content, material and logistics	
		Participant Materials	Create detailed course content	

Stages	Phases	Segments/Major Deliverables	Task(s)	Step(s)
			Create participant material	
			Develop performance support materials	
		Testing		
			Plan & conduct Beta development tests	
				create Beta usability test plan/schedule users conduct Beta usability test revise materials based on results from Beta usability test
			Plan & conduct Pilot development tests	
				create Pilot test plan/schedule users conduct Pilot test revise materials based on results from Pilot test
		Support Processes		
			Build/help support processes	
		Evaluation/Measurement		
			Develop evaluation/ measurement tools & methods	
		Training Logistics		
			Execute training logistics	
			Package materials (printing & shipping)	
		Communication Plan		
			Conduct ongoing communication	
		Project Management		
			Control project work throughout each phase	
DELIVER	Build It! Online			
		Course Materials		
			Create course content (varies by solution - CBT, Bus Sim)	
			Create Artifacts & Tools	
			Identify Examples	
			Develop Feedback	
			Coordinate Media Development: Graphics/Video	
			Create Training Database	
			Develop performance support materials	
		Testing		
			Plan & conduct Beta development tests	
				create Beta usability test plan/schedule users conduct Beta usability test revise materials based on results from Beta usability test
			Plan & conduct Pilot development tests	
				create Pilot test plan/schedule users conduct Pilot test revise materials based on results from Pilot test
			Plan & conduct Component, Assembly & System development tests	
				create Component, Assembly & System test plan/schedule users conduct Component, Assembly & System test revise materials based on results from Component, Assembly & System test
		Package Materials		
			Package materials (printing & shipping)	
		Support Processes		
			Build/help support processes	
		Evaluation/Measurement		
			Develop evaluation/ measurement tools & methods	
		Communication Plan		
			Conduct ongoing communication	
		Project Management		
			Control project work throughout each phase	

Stages	Phases	Segments/Major Deliverables	Task(s)	Step(s)
	Do It!	Train the Trainer (TOT)		
			Schedule trainers	
			Conduct train the trainer sessions	
		Logistics Support		
			Execute logistics support	
		Ongoing Training		
			Registration	
			Deliver training	
				conduct course evaluations
			Implement ongoing support	
			Implement training maintenance plan	
		Communication Plan		
			Conduct ongoing communication	
		Project Management		
			Control project work throughout each phase	
	Assess It!	Conduct Evaluation		
			Collect design effectiveness data	
			Collect delivery effectiveness data	
			Collect economical effectiveness data	
			Summarize evaluation/measurement results	
		Analysis		
			Analyze evaluation/measurement results	
			Create plan of action/make recommendations	
		Communication Plan		
			Conduct ongoing communication	
		Project Management		
			Control project work throughout each phase	